

Quick Reference Guide: *Disability Self-Identification***Keep in mind**

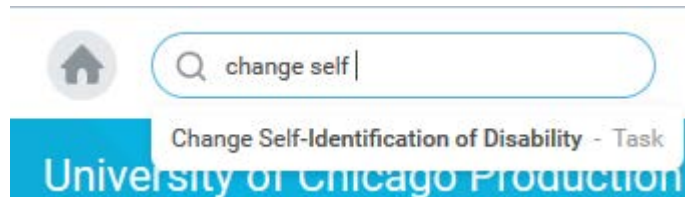
- Disability self-identification is entirely voluntary, and you will not be penalized for any option you select.
- You may change your disability self-identification at any time.

Information Needed

None required.

Steps:

1. In the search box in the upper left-hand corner of Workday, type “**Change Self-Identification of Disability.**” Either select the suggestion that appears below the search box or press Enter and select “**Change Self-Identification of Disability**” in the gray box labeled “Tasks and Reports.”



or

Search Results 1 items

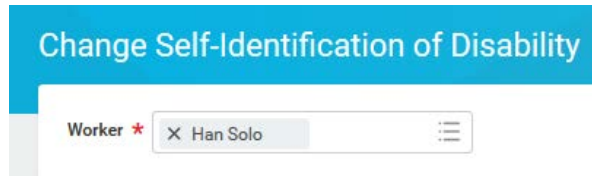
Tasks and Reports

[Change Self-Identification of Disability](#)

Tip: try selecting another category from the left to see other results

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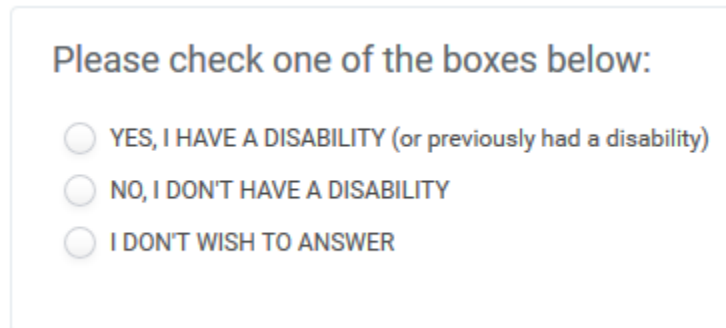
2. Ensure that your name is entered in the Worker box.



Change Self-Identification of Disability

Worker * X Han Solo

3. Click the orange “OK” button at the bottom of the screen.
4. Please review the text explaining why the University asks for this information and giving examples of disabilities. This will help you determine which self-identification option to select.
5. You must select one of the three options at the bottom of the screen.



Please check one of the boxes below:

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

6. Please review the Reasonable Accommodation Notice for information on federal requirements around providing accommodations to disabled employees.
7. Once you have selected your disability status, click the green “Submit” button at the bottom of the screen.